

Name of LEA _____
Address _____
Phone number _____

**LEA SELF-CERTIFICATION FORM
FOR COMPLETION OF AN ONLINE REVIEW OF UCP 3**

DATE:

TO: CA Dept of Education, Categorical Programs Complaints Management (CPCM) office
SUBJECT: Evidence of proper implementation of the investigation process

A. I certify that the LEA has not received any UCP complaints in the past 12 months.

B. If the LEA has received one or more non-Williams-related UCP complaints within the past 12 months, a random selection of UCP complaints will be chosen after the upload period and prior to the last day of the on-line review. A CPCM consultant will select individual files to be reviewed by the LEA, and these files will be designated a number (i.e. 1, 2, 3, etc.). The consultant will inform the LEA of the files selected and the LEA will finalize the self-certification by completing the following table and uploading it into CAIS:

UCP 3 Instrument Required Elements 3.1 (b-d) and 3.2 (e-k)	UCP Complaints		
	# 1	# 2	# 3
	Yes or No	Yes or No	Yes or No
3.1 (b) The six-month timelines were met for filing discrimination complaints [5 CCR 4630]			
3.1 (c) The investigative process allowed the complainants and/or representatives the opportunity to present evidence [5 CCR 4631]			
3.1 (d) A written Decision was sent to the complainant within the 60-day time line or the time was extended by written agreement of the complainant [5 CCR 4631]			
3.2 (e) The findings of fact based on the evidence gathered [5 CCR 4631]			
3.2 (f) Conclusion of law [5 CCR 4631]			
3.2 (g) Disposition of the complaint [5 CCR 4631]			
3.2 (h) The rationale for such a disposition [5 CCR 4631]			
3.2 (i) Corrective actions, if any are warranted [5 CCR 4631]			
3.2 (j) Notice of the complainant's right to appeal the LEA's Decision to CDE [5 CCR 4631]			
3.2 (k) Procedures to be followed for initiating an appeal to CDE [5 CCR 4631]			

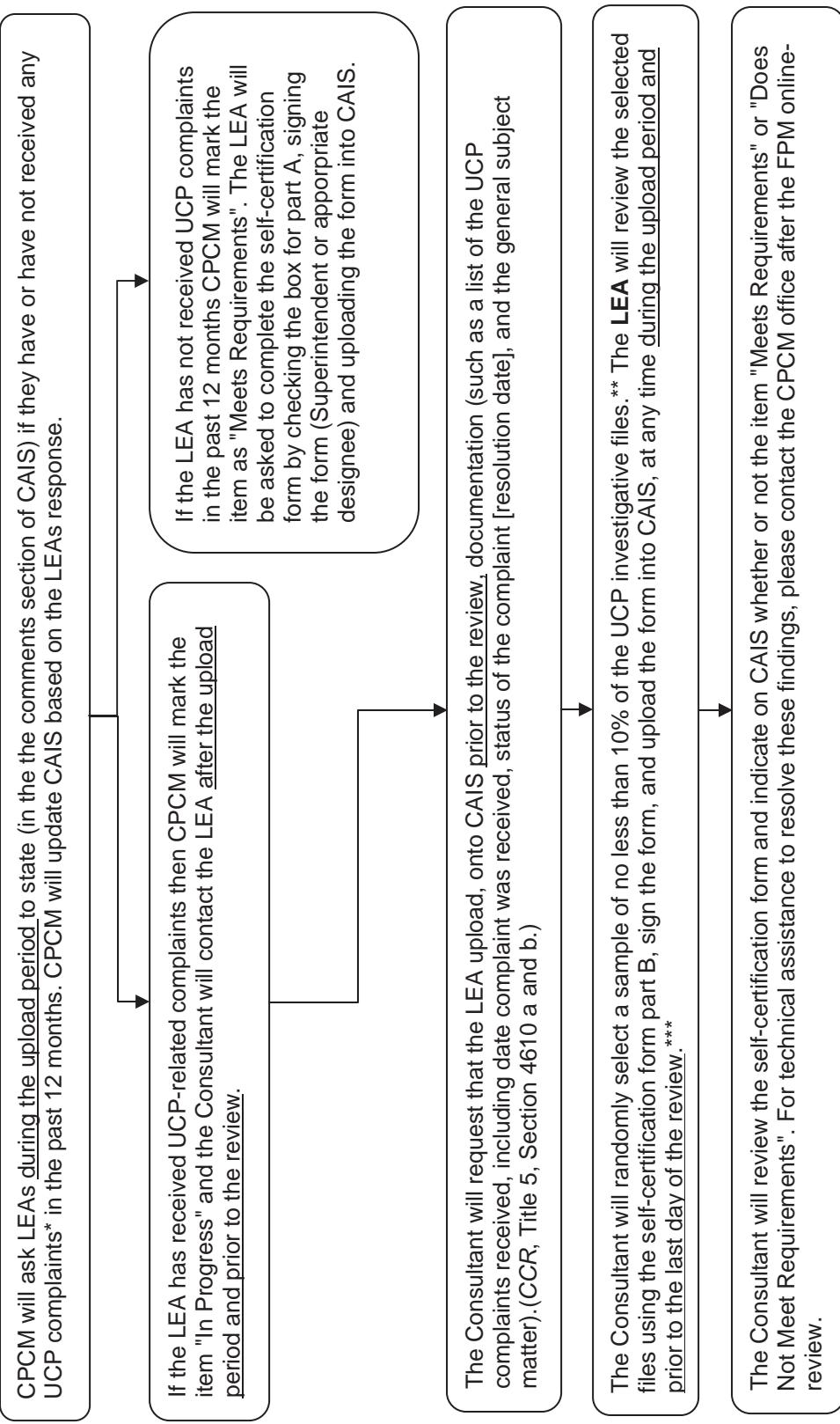
* Use additional copies as needed.

Signed:

Name of LEA Superintendent or Designee

Position

LEA Self Certification Instructions for Completion of an Online Review of UCP 3



Notes:

* Complaints in accordance with CCR, Title 5, Section 4610(b).

** Additional copies of the "LEA Self-Certification of UCP 3" Form may be used by the LEA, when the sample exceeds 3 files. All copies would be uploaded onto CAIS by the LEA.

*** Districts are not required to upload complaint documents into CAIS as part of the self-certification.